

KITTITAS COUNTY WATER DISTRICT #7
 SUNLIGHT WATERS
 P.O. Box 161, Thorp, WA 98946

Letha Ihrke, Commissioner

Roger Swansen, Commissioner

Vince Konkler, Commissioner

MINUTES of the regular meeting of the Board of Commissioners, held **April 12, 2022**, at the Sunlight Waters Country Club. Those attending were Commissioner Letha Ihrke, Commissioner Vince Konkler, Water Operator Carl Nelson, resident Howard Briggs, and clerk Bonnie Callecod.

The meeting was called to order by Chair Vince Konkler at 6:09 p.m.

The minutes of the regular meeting held March 9, 2022 were read. Letha moved and Vince seconded to approve the minutes. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 03/09/2022:	181,975.86
(General Fund)	Expended claims payments	3547.06
	Expended payroll	5764.00
	Meter Installation Costs Deposits	2500.00
	Water Sales	11,235.76
	Excise Tax	1175.62
	Balance as of 4/12/2022:	187,576.18
Fund 670 022	Balance as of 3/09/2022:	46,714.85
(Capital Improvements Fund)	Deposits (New Connection Fees)	7,597.68
	Expenditures	0.00
	Balance as of 4/12/2022:	54,312.53
Fund 670 031	Balance as of 3/09/2022:	42,576.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2590.00
	Supplemental Deposit (3.00/pmt)	777.00
	Payment	0.00
	Balance as of 4/12/2022:	45,943.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Total Monthly Revenues	25,876.06
Total Monthly Expenditures	9311.06

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Comparison to last year:

Fund 670 010*	Balance as of 3/10/2021:	225,387.36
(General Fund)	Expended claims payments	1800.72
	Expended payroll	4290.60
	Meter Installation Costs deposit	6500.00
	Water Sales	10,340.10
	Excise Tax	1315.59
	Balance as of 4/14/2021:	237,451.73
Fund 670 022	Balance as of 3/10/2021:	42,511.14
(Capital Improvements Fund)	Deposits (New Connection Fees)	11,396.51
	Expenditures	0.00
	Balance as of 4/14/2021:	53,907.65
Fund 670 031	Balance as of 3/10/2021:	39,802.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2390.00
	Supplemental Deposit (3.00/pmt)	717.00
	Payment	0.00
	Balance as of 4/14/2021:	42,909.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
3/1/2022 to 3/31/2022

670 010 Kittitas County Water District #7 Maintenance
(Operating Budget)

Beginning Cash on Hand	\$208,095.80
Total Received	\$9513.69
Total Disbursed	-\$12,319.01
Ending Cash on Hand	\$205,290.48

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$46,714.85
Total Received	\$0.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$46,714.85

670 031 Kittitas County Water District #7 Maintenance
(PWTF Loan Repayment Funds)

Beginning Cash on Hand	\$38,051.35
Total Received	\$2,366.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$40,417.35
Ending Bonds Outstanding	\$113,915.88

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Letha moved and Vince seconded to approve Treasurer's Report. The motion passed.

Maintenance Report

Water pumped through March 2022: 5.62 acre-feet
Water pumped through March 2021: 4.57 acre-feet
Water pumped through March 2020: 5.15 acre-feet

Water pumped January 1-31, 2022: 769,661 gallons
Water pumped February 1-28, 2022: 496,581 gallons
Water pumped March 1-31, 2022: 564,483 gallons

Gallons billed for October 2020 through April 2021: 3,017,027 gallons
Gallons billed for May 2021: 715,567 gallons
Gallons billed for June 2021: 1,088,040 gallons
Gallons billed for July 2021: 1,183,800 gallons
Gallons billed for August 2021: 975,870 gallons
Gallons billed for September 2021: 684,980 gallons

Billing during the winter is estimated on minimum usage. (The last meter reading before winter was taken on 9/30/2021.)

Letha reported the pumping cycle for now seems to be, pump 3 days and skip a day. We are averaging 17,000 gallons a day. Chlorinator is working correctly, but residuals are down a little. It was decided to use up the old bleach supply and to keep an eye on the bleach strength when starting the new cases of bleach from the new supplier.

Old Business

Current water connections: 235 active accounts plus one pending (out of 267 available connections).

Capital Improvements update (including income survey)-Fire District 1 stated that their fire engine and tender trucks will not drive over the bridge. The commissioners agreed to prioritize the replacement of the fire hydrants to the area of the community below the bridge. There are 5 hydrants already on hand to replace the ones that need it most. <action item for Carl> Carl will call for locates. It was suggested that Carl meet with fire chief, Brandon Schmidt, for his input on the hydrants most likely to be utilized during firefighting operations. The fire department identified locations will be priority for replacement of the old fire hydrants in this area. Commissioners talked about ordering enough inventory for meter installs and repairs to keep on hand and invoice out ourselves. <action item for Carl> to do cost comparison for product. <action item for Bonnie> to send Carl an invoice template. <action item for Carl> work on getting bids from Beedle or Shocker Excavating, Chris can help if needed.

Water Rate Increase – Vince and Carl took an Asset Management class and asked for a work session with the commissioners and water operator to go over water usage for increase. <action item for Bonnie> Ask Mary how to change billing rates in the billing program and report back. A billing insert will need to be sent 1-2 months in advance of increase.

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Lawyer for Kittitas County Water District #7 – Richard E Jonson agreed to be the attorney of record for Water District #7. <Action item for Bonnie> Type up a resolution to hire Jonson & Jonson to retain Richard E Jonson as the Water District # 7 attorney.

Financial survey of customers – Commissioners discussed various options for a third party for the survey.

Cross training of commissioners for emergencies/separate job categories- training is put on hold for now.

Additional rental space in Baker Building – Vince will be making a statement pitch at the Sunlight Waters annual meeting to request much needed additional space. It would be to the resident's advantage, having inventory on hand.

Annual Meeting Date- To be decided at the May meeting

New Business

Water Operator's Report (Repair & Maintenance Work) Still sketching out asset maps. Rebooted the pump and all is good now. <Action item for Carl> to ask electrician about a pump fault light.

Engineering contract-Commissioners Letha and Vince, and Water Operator Carl Nelson met with Gray & Osborne, Inc and HLA. Presentations were both great, it was a unanimous decision that Gray & Osborne would be a better fit. A proposal and contract were written up and sent to Richard Jonson for edits and approval. A motion to approve Gray & Osborne proposal was made by Letha and seconded by Vince. The motion passed.

Water District Tour with Representatives- May 3rd will be a catered luncheon with a tour of Water District # 7 with guests Tom Dent, Judy Warnick and Alex Ybarra. There will be a drone doing a video and a zoom link of presentation. April 19th will be a meeting with the commissioners and water operator to discuss details of event.

Open Discussion

As per RCW's, a warning letter will be sent to commissioner Roger Swansen for missing the last two meetings.

Department of Health scoring sheet- Statements of qualification need to get completed

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 4/13/2022) - the commissioners reviewed the log.

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Kittitas County **CLAIMS PAYMENT REQUEST (fund 670 010):**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Test: Bacteria (inv 16432)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS, INC	Op/M	Evacuation Notifications (inv 2039192)	670 010 5340040	3.21
00251	US POSTAL SERVICE	Adm	12 Month Rental Fee PO Box 161 Thorp	670 010 5340040	84.00
D0048	WALTER E NELSON CO OF WESTERN WASHINGTON	Op/M	Cases of bleach (inv 856750)	670 010 5340030	115.21
02669	PUGET SOUND ENERGY	Op/M	Electricity 20001655451 (3-3-2022)	670 010 5340040	648.06
00363	KNUDSON LUMBER	Op/M	Contractor Bags	670 010 5340030	33.32
00050	KITTITAS COUNTY TREASURER	Adm	2022 Property Taxes parcel # 16183	670 010 5340020	46.00
00003	DEPARTMENT OF LABOR & INDUSTRIES	Adm	1 st Quarter Insurance	670 010 5340020	341.51
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	1 st Quarter Tax	670 010 5340020	31.64
00520	EMPLOYMENT SECURITY-PFML	Adm	Paid Family Medical Leave (balance due for 1 st Qtr.)	670 010 5340020	1.90
00139	WA STATE DEPARTMENT OF REVENUE	Adm	1 st Quarter Tax	670 010 5340020	2052.82
00406	THE COPY SHOP	Adm	Inv 270873, 270883, 271266, 271654	670 010 5340030	150.93
D0012	IHRKE, LETHA	Adm	Mileage reimbursement-travel for interviews with engineer firms, 114 miles	670 010 5340040	66.69
D0022	NELSON, CARL	Op/M	Reimbursement-Fuel for work truck 3/15/22 @ Schree's rec# 1030135	670 010 5340030	18.00
D0022	NELSON, CARL	Op/M	Reimbursement- Dump fee 3/15/22 rec #1960135	670 010 5340040	8.00
02740	CALLECOD, BONNIE	Adm	Cert mail, Postage Due, cell phone minutes	670 010 5340040	76.44
02740	CALLECOD, BONNIE	Adm	2500 #9 Courtesy Return Envelopes, 500 Door Hangers	670 010 5340030	527.39

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00110	INTERNAL REVENUE SERVICE – Employer Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Adm	Social Security & Medicare – Employer Contributions to IRS for April	670 010 5340020	335.95
	DO NOT GENERATE WARRANT				
				TOTAL	4566.07

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1098.87
D0012	IHRKE, LETHA	Payroll	670 010 53410	631.57
D0047	KONKLER, VINCE	Payroll	670 010 53410	302.93
D0022	NELSON, CARL B.	Payroll	670 010 53410	1677.35
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	19.33
00110	INTERNAL REVENUE SERVICE – Employee Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Tax, Social Security & Medicare – Employee Contributions to IRS for April	670 010 520	660.95
	DO NOT GENERATE WARRANT			
TOTAL				4391.00

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The commissioners reviewed 670 010 Claims Payment Request in the amount of \$4566.07.

The commissioners reviewed payroll in the amount of \$4391.00.

Total approved for claims & payroll: **\$8957.07**. Letha moved and Vince seconded to approve the claims and payroll as presented. The motion passed.

The next regular meeting was set for: May 10, 2022, 6:00 p.m.

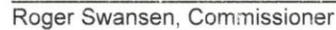
The meeting was adjourned at 8:05 p.m.

Board of Commissioners:


Letha Ihrke, Commissioner

ATTEST


Bonnie Callecod, Clerk


Roger Swansen, Commissioner


Vince Konkler, Commissioner